



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY CONTRACTING SUPPORT AGENCY
5109 LEESBURG PIKE SUITE 916
FALLS CHURCH VA 22041-3201

15 NOV 1996



SFAE-CSA-PPP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: IMPAC Purchase Card Program - Payment
Delinquencies

On November 6, 1996, a meeting was held between the Army, Rocky Mountain BankCard System (RMBCS) and the Defense Finance and Accounting Services (DFAS) to discuss the issue of delinquent payments to RMBCS. The results of that meeting revealed all parties (Army, Bank and DFAS) share responsibility for the causes of late payments. Late reconciliation of accounts by cardholders, late certification of cardholder statements by approving officials, delays by the program coordinators or resource managers in forwarding certified statements to the payment office, payments lacking identification to the invoice, and general confusion on amounts due have all been identified as contributors.


For our part, we can help eliminate late payments by assuring certified cardholder statements are received in the payment office no later than thirteen days following receipt by the cardholder. Approving officials shall consolidate their cardholders' statements and forward them as a single package to the payment office. Individual statements received from cardholders will be returned to the cardholder. When consolidating, the approving official shall annotate the level 4 account number on the top of the cardholder statement or attach the statements to a copy of his/her R090 report.

Some activities have decided to consolidate cardholder statements at the level 4 program coordinator or resource manager level to assure cardholder statements are forwarded to the payment office in a timely manner. Although this additional step encumbers the process, the consolidation may be warranted on a temporary basis at selected sites found to have high occurrences of late payments. This process, however, must not interfere with the payment office receiving certified statements in time to preclude interest penalties.



The bank and DFAS-Indianapolis Center will initiate "strike-force teams" during the month of December to reconcile old invoices with past due amounts. Program coordinators shall participate in these efforts as a member of the strike-force. In addition to their normal duties as the focal point between the cardholders, approving officials, resource managers, payment offices and the Bank, they are to assist these various offices in obtaining records and other data as necessary to close the delinquent accounts.

Please assure implementation of this guidance down to local program coordinators, approving officials and cardholders. If you have questions pertaining to this issue, please call Mr. Bruce E. Sullivan, Army IMPAC Program Coordinator at (703) 681-7564/(DSN) 761-7564 or (e.mail) sullivab@sarda.army.mil.


R.D. KERRINS, JR.
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